

**BUSINESS OFFICE  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Business Office Director	Manages the Business Office and serves as the lead for the City's reform initiatives. Directs the City's Business Process Reengineering, Managed Competition and City Management Programs.	1
Project/ Program Manager	Assist the Director by planning, overseeing and administering the City's key reform programs. Leads and/or supports the City's reform initiatives by directing and providing research assistance; preparing and reviewing reports, and drafting correspondence. Undertakes special assignments, conducts analyses, facilitates meetings, and leads management studies.	2
Analyst / Organizational Effectiveness Specialist / Management Trainee	Provides research assistance, prepares and reviews reports, drafts correspondence, undertakes special assignments, conducts analysis, facilitates meetings, and leads management studies in support of the City's reform initiatives.	2
Consultant	Performs consulting services in support of the Business Office's programs.	3

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**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1**

1. All reportable investments, business positions, and income (including gifts) from any firm or business entity located in or doing business with the City of San Diego.
- .2. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
4. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

**CATEGORY 2**

1. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
2. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
3. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City of San Diego to use City facilities.

**CATEGORY 3**

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

The Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.